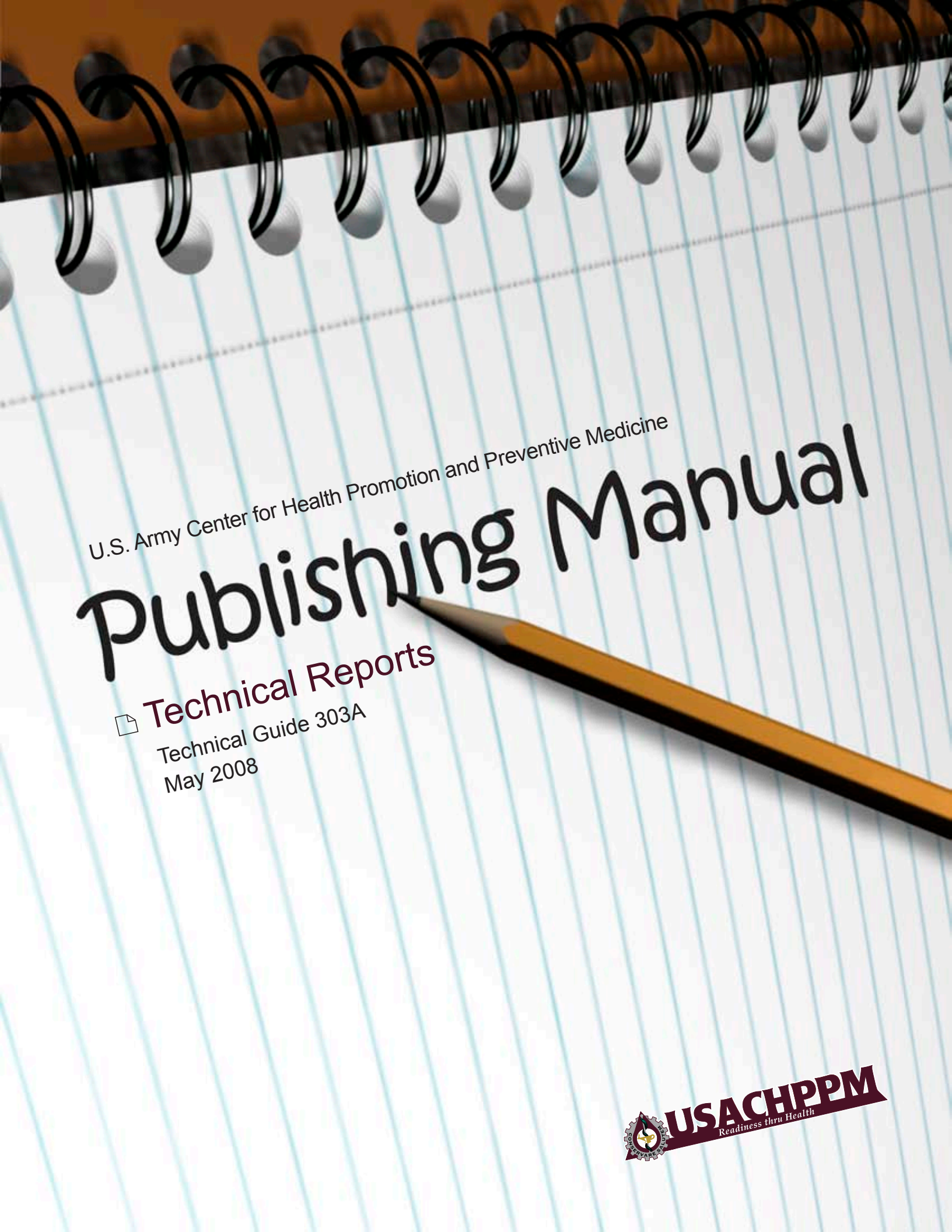

U.S. Army Center for Health Promotion and Preventive Medicine

Publishing Manual

Technical Reports

Technical Guide 303A

May 2008

USACHPPM

Readiness thru Health

Technical Guide 303A

USACHPPM Publishing Manual: Technical Reports

I. INTRODUCTION

A. The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) publishes many different types of documents in a variety of media. They range from technical reports, technical guides, technical information papers, management plans, and fact sheets to training aids and command regulations. The medium might vary, but the overall purpose is the same: to disseminate occupational and environmental health, health promotion and preventive medicine policies, responsibilities, procedures, and information to USACHPPM personnel, regulatory agencies, and Department of Defense (DOD) personnel.

B. The Publications Management Division (PMD) follows the regulations and guidance documents below in preparing all publications.

1. Army Regulation (AR) 25-30, The Army Publishing Program.

2. AR 25-50, Preparing and Managing Correspondence.

3. AR 25-55, The Department of the Army Freedom of Information Act Program.

4. AR 25-400-2, The Army Records Information Management System (ARIMS).

5. Department of the Army Pamphlet (DA Pam) 25-40, Army Publishing: Action Officers Guide.

6. DA Pam 25-403, Guide to Recordkeeping in the Army.

7. DA Pam 600-67, Effective Writing for Army Leaders.

8. Department of Defense Directive (DODD) 3200.12, DOD Scientific and Technical Information (STI) Program (STIP).

9. DODD 5230.9, Clearance of DOD Information for Public Release.

10. DODD 5230.11, Disclosure of Classified Military Information to Foreign Governments and International Organizations.

> Use of trademarked names does not imply endorsement by the U.S. Army but is intended only to assist in identification of a specific product.

11. DODD 5230.24, Distribution Statements on Technical Documents.

12. Title 36, Code of Federal Regulations (CFR), Part 1220.14, General definitions.

13. Title 44, U.S. Code, Public Printing and Documents.

14. CHPPM Pam 25-51-2, Distribution of Completed Technical Reports.

15. The U.S. Government Printing Office Style Manual.

16. The Chicago Manual of Style.

C. The PMD uses these publications to assist you in producing quality documents. This technical guide addresses the technical reports produced by USACHPPM programs and directorates. Our goal is to provide you with the basic elements and procedures for publishing reports that convey your message and are client focused.

II. TECHNICAL REPORTS OVERVIEW

A. A USACHPPM technical report is a document that contains an orderly presentation of properly interpreted data, leads to definite conclusions, and supports recommendations. It is a written record of our actions, conclusions, analytical results, and recommendations.

1. All USACHPPM technical reports of more than five pages (including appendices/enclosures) must be in compliance with the guidance in this technical guide. Exceptions in format may be granted for reports of five pages or less.

2. At no time will reports be in the form of a memorandum/memorandum for record unless an exception has been granted by the USACHPPM Deputy for Technical Services (DTS). (See subparagraph I, below, for more information about exceptions.)

B. This technical guide provides the procedures for developing, publishing, distributing, and archiving a USACHPPM technical report. Appendix A provides a sample technical report containing all elements of a report as discussed within this guide. Appendix B provides additional report information relative to figure, table, and reference formats. Appendix C provides sample distribution statements used with technical reports. Appendix D provides sample forms used in the technical review and printing processes.

C. The technical report should be prepared by the personnel who performed the service; moreover, it should be reviewed critically by one or more persons who are not closely associated with the initiative. These reviewers will be able to study the report from a detached but questioning point of view.

D. The technical report proponent or client is the person, installation, office, or organization requesting a particular service from USACHPPM. Examples of service include an assessment, consultation, study, or survey.

E. One project officer or a group of project officers may prepare a technical report. The goal of a technical report is to communicate what was done, why it was done, what was discovered, and what is significant about the findings. This communication is crucial for maintaining USACHPPM's reputation as an organization that provides scientific expertise and professional services.

F. The final USACHPPM report constitutes the tangible evidence of the work accomplished. Due to potential allegations, special attention must be given to accuracy and precision within the technical report.

G. The entire publishing time of a USACHPPM technical report may vary. However, the planning should begin early and should include the possibility of delays. The due date of the technical report is negotiated with the client. Due to the implementation of the Open Project Management (OPM) process throughout the organization, it is important to include PMD in the initial project planning to ensure timely completion of the report.

H. Every new technical report is entered into the OPM database, a project Microsoft® SharePoint® workspace. This database allows you to track your technical report through its entire life cycle and allows you to adjust times in various stages of development. It is imperative that PMD be a part of every OPM plan. This is required to ensure reports and other documents are properly edited, archived, and standardized. (Microsoft® and SharePoint® are registered trademarks of Microsoft Corporation.)

1. Technical Report Development. The PMD editors will review each document for grammar, formatting, clarity, references, and accuracy of information. Reports that involve multiple authors should be coordinated with a PMD editor in the initial planning stage to ensure consistency and compliance with policies and procedures.

2. The PMD Document Review Rules. To ensure the timely development of a report and comply with OPM business rules, each step of the review process should be executed in an expeditious manner. The turnaround times for technical reports will be as follows:

a. Reports of 1 to 25 pages: 5-workday turnaround time.

b. Reports of 26 to 100 pages: 10-workday turnaround time.

c. Reports of more than 100 pages: 15-workday turnaround time or as agreed upon by the project manager and the PMD editor.

I. In specific circumstances, the client may need a specialized format. The DTS will review and approve any specialized formats (for example, U.S. Environmental Protection Agency (EPA) guidance for environmental baseline surveys and environmental site assessments; health hazard assessment template); all Directorate of Toxicology technical reports will be prepared according to USACHPPM Toxicological Standing Operating Procedure (SOP) 148. Each program/division will submit (through his or her director) to the DTS, in writing, the specialized format requested by the client. If approved, a sample of the specialized format will be provided to PMD.

J. For programs that provide field notes to clients during the exit briefings (for example, Health Physics), include these notes as an appendix of the formal report. These exit notes should remain in the same format as those provided to the client and should not be changed in any way so as to maintain the integrity of the information provided to the client. Any change or correction may be addressed in the main body of the report if warranted.

K. All technical report transmittal memoranda and executive summaries will be forwarded to the DTS after final preparation and signature by the appropriate director. This information will be kept as a reading file for the DTS.

III. TECHNICAL REPORT FORMAT

A. Mandatory Technical Report Elements. The following are mandatory for a USACHPPM technical report and should appear in the order presented:

1. Transmittal Memorandum. This memorandum conveys the report to the client. (See Appendix A, Figure A-1.) Prepare the memorandum on USACHPPM letterhead according to AR 25-50. The memorandum will include—

a. The office symbol. Include the program/division's office symbol, not the office symbol of the director's office.

b. The addressee. Address the memorandum to the client or the client's major command (MACOM) or headquarters.

c. The subject line. Identify the type of report, the report number, the location of the assessment/consultation/study/survey or the name of the system or materiel, and the date(s) of the assessment/consultation/study/survey.

d. The body. Identify the information being transmitted to the client.

e. The point of contact (POC). Identify all POCs working on the specific initiative to include all names, phone numbers, and e-mail addresses.

f. Signature block. Prepare the signature block for the appropriate director's signature. This indicates that the director has read and approved the information contained within the technical report.

g. Enclosures. Identify all enclosures according to AR 25-50.

h. Copies furnished. Identify copies furnished negotiated with the client. When determining copies furnished, consider medical department activities (MEDDACs), medical centers (MEDCENs), regional medical commands (RMCs), USACHPPM-North, USACHPPM-South, USACHPPM-West, USACHPPM-Europe, and USACHPPM-Pacific.

i. Exceptions. A transmittal memorandum is not necessary if the technical report is generated for internal or archiving purposes. However, the executive summary will be forwarded to the DTS, as previously mentioned in paragraph II.K.

2. Report Cover. Use USACHPPM standard report covers, CHPPM Form 432-E and CHPPM Form 433-E. The CHPPM Form 432-E is used for reports that are meant for public release, and CHPPM Form 433-E is used for reports having a limited distribution. The goal of these electronic forms is to create a corporate look for all USACHPPM technical reports. See Appendix A, Figure A-2, for a USACHPPM report cover sample. The following text must appear on the report cover:

a. Report type/title. Identify the type of report (for example, Health Risk Assessment, Ergonomic Evaluation, Toxicological Study) and the title.

b. Report number. Number a technical report for control and identification purposes. The number will consist of four parts: Program number, cost center (alpha characters), sub-job order number, and fiscal year work was initiated (for example, No. 59-MN-04HF-08). The project officer must coordinate with the program administrative personnel to obtain this number. This report number will also be used in the OPM timekeeping system.

c. Location of assessment/consultation/study/survey. Identify the installation/city and state.

d. Dates of assessment/consultation/study/survey. Provide the time line for actual field work (for example, the time period in which the project team collected samples, such as 1–14 December 2007).

e. Distribution statement. Use the appropriate distribution statement. See Appendic C for detailed information on distribution statements.

f. The ARIMS identification. Identify the report according to the directive that governs the mission (for example, AR 40-5 and AR 40-10). Assign the ARIMS file category number for that mission based on the ARIMS Records Retention Schedule–Army (RRS–A) at https://www.arims.army.mil/ARIMS/RRSA/Search.aspx (for example, Preventive Medicine Survey 40-5f1 or Health Hazard Assessment Report 40-10a2). See Figure A-2.

g. Acknowledgements. Use the back page of the report cover for any acknowledgements if appropriate. The project officer may want to acknowledge project team members/individuals who were instrumental in completing the initiative. Anyone having input to a technical report can be recognized for significant contributions.

3. Executive Summary. Prepare an executive summary for all reports.

a. Prepare the executive summary as a stand-alone document. All terms/abbreviations, used more than one time, will be written out the first time used and abbreviated thereafter. References used within the executive summary will be written out completely.

b. Prepare the first page of the executive summary on USACHPPM letterhead. Any continuing pages will be prepared on plain bond paper and will contain the appropriate running header and page numbering.

c. Include the appropriate office symbol and title of the report.

d. Include the purpose of the report, conclusions, and recommendations.

e. See Appendix A, Figure A-3, for a sample of an executive summary. Also, see Appendix B for samples of figures and tables in an executive summary.

4. Table of Contents.

a. Prepare the table of contents by presenting the main headings and subheadings to appear properly distinguished. Main headings are usually given at the left-hand margin, with the second-order and third-order headings indented in such a way as to clarify the relationship with the main heading. Page numbers appear with each item in a column at the right.

b. Use either double or single spacing when preparing the table of contents, depending on its length. Page numbering for the table of contents will be “i,” “ii,” “iii,” and so on.

c. Use a running header on the table of contents pages that is consistent with the rest of the report and that includes the abbreviated title, report number, and date(s) of the assessment/consultation/study/survey.

d. See Appendix A, Figure A-4, for a sample of a table of contents.

e. Do not prepare a table of contents for short reports (that is, reports that are five pages or less).

5. Body of Report. Prepare the body of the report according to AR 25-30, DA Pam 25-40, DA Pam 600-67, the Government Printing Office Style Manual, and this technical guide. Prepare the body of the report on plain bond paper. All terms/abbreviations, used more than one time, will be written out the first time used and abbreviated thereafter. Do not use a running header on the first page of the report. Use a running header on the remaining report pages that includes an abbreviated title, report number, and date(s) of the assessment/consultation/study/survey. See Appendix A, Figure A-5, for a technical report sample. The body of the report will contain the following parts/paragraphs:

a. Title. Use the same title as used on the report cover and the executive summary.

b. References.

(1) If a report contains five or fewer references, list the references in the first paragraph of the report in the order in which they are presented within the report. The writer of the report may list the references in alphabetical order if he or she intends to cite references throughout the report in the author/date style (EPA 1999, for example).

(2) If a report contains more than five references, place the references in Appendix A. If applicable, divide references into two sections: References Cited and Other References.

(3) References Cited will contain those references specifically referred to within the report. These references will be numbered in the order in which they are cited within the body of the report (for example, reference 1, reference 2, etc.) or in alphabetical order with no numbering if the writer of the report is using the author/date style for citations within the body of the report.

(4) Other References will contain those references used to prepare the report but not specifically referred to within the body of the report. These references will be presented in alphabetical order with no numbering. List references from the same author in chronological order. Use a letter indicator to show references from the same author published in the same year (for example, EPA 2007a and EPA 2007b). See Appendix B, Figure B-1, for reference samples. If there are no Other References, simply state “No Entries for this Section.”

(5) Give credit to other authors for their words and ideas. Citations identify your sources to an interested reader. This is to avoid plagiarism. Any information or ideas, not specifically cited but used to prepare the report, must be acknowledged. See Appendix B, Figure B-1.

(6) Avoid citing references within the executive summary. The executive summary is a stand-alone document; therefore, the reference information within Appendix A of the report will not apply. If you need to cite a reference within the executive summary, you must provide complete reference information. See Appendix A, Figure A-3, for a sample reference notation within an executive summary.

(7) See Figure A-6 for a sample reference appendix within a technical report. Appendix B, Figure B-1, contains samples of reference sources used within technical reports. The format for many of the sample nongovernmental/nonmilitary references in Figure A-6 and Figure B-1 is based on the bibliographic style recommended in the 15th edition of The Chicago Style Manual for the physical, natural and social sciences.

c. Purpose. State why USACHPPM performed the service. Why did the client ask for assistance from USACHPPM?

d. Authority. Identify the tasker and the tasking mechanism, such as the tasking memorandum, recorded phone conversation, electronic message, or DOD/Army policy document (for example, regulations, memoranda, or DOD directives).

e. Background. At a minimum, this part of the report should identify the project personnel (USACHPPM and clients) and address the dates of any field work, necessary information about the site, description of procedures, historical information, data collection techniques, or geography of the survey site, etc. Other information may be included based on the type of report, project objectives, and/or regulatory guidelines or requirements. This paragraph can also be labeled Introduction or General.

f. Findings and discussion. Describe the situation in detail by discussing what health risks or hazards were present. Relate all findings to the purpose. However, some findings may not relate to the original purpose but should be noted in the report. Adequately discuss situations, providing sufficient information for proper identification of risks or hazards. Provide positive as well as negative findings in this paragraph.

g. Conclusions. Provide an assessment of the situation. A conclusion paragraph should address the objectives stated in the purpose paragraph.

h. Recommendations. Provide specific information of what is needed to improve the situation or to eliminate health risks or hazards. Based on conclusions, recommendations will follow. Relate recommendations to the purpose of the service provided if possible.

i. Point of contact. Identify the USACHPPM POC and provide his/her commercial telephone number, DSN, and e-mail address.

j. Signature blocks. Use the following guidance when composing signature blocks.

(1) Type the signature block of military officials on three lines with the name (in uppercase) on the first line, rank and branch of Service on the second line, and their title on the third line. If the title requires an extra line, a fourth line is authorized. Indent the beginning of the fourth line so that the first character will be aligned underneath the third character of the third line. (Do not use "(P)" (meaning that the signer is promotable) after the rank for personal benefit; use only if it would benefit the Army.)

(2) Type the signature block of civilian officials on three lines with the name (in uppercase) on the first line, the title on the second line, and the program name on the third line. If the program name requires an extra line, a fourth line is authorized. Indent the beginning of the fourth line so that the first character will be aligned underneath the third character of the third line.

(3) Do not use abbreviations or titles designating academic or honorary degrees, religious orders, or fraternal orders as part of the signature block unless it would benefit the Army for the receiver to know this information (for example, use of a medical degree to show that medical information provided was based on expertise of a member of the medical profession).

k. Figures and tables. See Appendix B for samples of figures and tables.

6. Appendices.

a. Place a complete and accurate list of references cited within the report or used to prepare the report in Appendix A if there are more than five references cited. See Appendix A, Figure A-6.

b. Other appendices (B, C, or D) might include—

(1) Tables, figures, or photos that help convey or visualize important data.

(2) Supplemental information such as health effects or medical criteria.

(3) Supplemental information containing specific prevention recommendations.

(4) Information that is too detailed or voluminous to fit into the body of the report.

(5) A glossary containing acronyms or definitions.

c. See Appendix A, Figures A-7 and A-8, for sample appendices used within a technical report.

d. If only one appendix appears within the technical report, it will be titled as Appendix A. See paragraph IV.A.11.c for more information.

B. Phase Report. If a project produces a report in phases, use the following guidelines:

1. Write the word "Phase" in the title of the assessment/consultation/study/survey report as follows (Figure 1):

PHASE 1
HAZARDOUS WASTE MANAGEMENT STUDY NO. 37-EF-XXXX-XX
LANDFILL ASSISTANCE
FORT HOOD, TEXAS
8–22 AUGUST 20XX

Figure 1. Sample Phase 1 Report Title

2. Use Arabic numerals for phase identification (that is, Phase 1, Phase 2).

3. List previous phase reports that apply to the assessment/consultation/study/survey report as references.

4. Indicate the same title, copies furnished, and distribution statement specified for Phase 1 for other phases and the final report.

5. Specify in the report title or subject of the memorandum that this is the "Final Report" when the final phase is complete.

C. Addendum to a Technical Report. An addendum is written when there is supplemental information about a completed assessment/consultation/study/survey report. Following are guidelines for preparing an addendum.

1. Use the word "Addendum" in the title of the assessment/consultation/study/survey report as follows (Figure 2):

ADDENDUM
HAZARDOUS WASTE MANAGEMENT STUDY NO. 37-EF-XXXX-XX
LANDFILL ASSISTANCE
FORT HOOD, TEXAS
8-22 AUGUST 2XXX

Figure 2. Sample Addendum Report Title

2. Use the same project number and date specified on the original report in the addendum even if the addendum is prepared several years later.

3. List the original report and all previous addenda pertaining to the study as references.

4. Use the same copies furnished and distribution statement specified in the original report.

IV. STYLE ELEMENTS

A. To maintain USACHPPM's corporate look among its technical reports, some basic style elements should be maintained.

1. Write in the third person, active voice, and past tense. Example: The staff of the Testing Laboratory set up equipment and ran three tests before reaching the conclusions stated in this report.

2. Create reports using the most current version available of Microsoft Word software.

3. Prepare the report using Times New Roman, 12-point font.

4. Double-space between all paragraphs.

5. Number and type in capital letters all main paragraph headings within the body of the report (for example, 1. REFERENCES, 2. PURPOSE, and 3. AUTHORITY).

6. Format all main headings within appendices as a separate section as formatted within the body of the report. Center the appendix letter and title and type in all capital letters. Number each main paragraph heading to correspond with the appendix letter (for example, C-1. WORKSTATION SETUP; C-2. ADMINISTRATIVE CONTROLS). See Appendix A, Figure A-8, for a sample.

7. Letter and type in initial capitals all first-level subparagraph headings, if used. Underline these first-level subparagraph headings (for example, a. Health Promotion and Wellness, b. Risk Levels, c. Additional Data). If one subparagraph has a title, all subparagraphs must have titles.

8. Type second-level subparagraph headings in initial capitals with no underlining (for example, (1) Water Quality Data, (2) Assessment). See Appendix A, Figure A-5, for samples.

9. Number two or more paragraphs. Designate first subdivisions by letters and indent. When a paragraph is subdivided, there must be at least two subparagraphs of the same subdivision. For example, if there is a subparagraph "a," there must be a subparagraph "b."

a. Avoid using more than four-level paragraph indentations. In most circumstances, report paragraph groupings will not have more than four levels. Use the following format (Figure 3):

1.

a. (→ .23" 1st left tab subparagraph indention)

b.

(1) (→ .46" 2nd left tab subparagraph indention)

(2)

(a)

(b)

2.

Figure 3. Four-Level Report Paragraph Grouping Sample

b. In specific instances when a technical report needs additional paragraph groupings beyond the fourth level of paragraph indentations, begin the paragraph grouping with Roman numerals. Use the following formats (Figure 4 and Figure 5).

I. HEADING (→ .46" left tab subparagraph indention)

A. Subheading (→ .46" 1st left tab subparagraph indentation and .76" 2nd tab)

B.

1. (→ .76" 1st left tab 2nd subparagraph indentation)

2.

a.

b.

(1)

(2)

II. HEADING

Figure 4. Five-Level Report Paragraph Grouping Sample

I. HEADING (→ .46" left tab subparagraph indention)

A. Subheading (→ .46" 1st left tab subparagraph indentation and .76" 2nd tab)

B.

1. (→ .76" 1st left tab 2nd subparagraph indentation)

2.

a.

b.

(1)

(2)

(a)

(b)

II. HEADING

Figure 5. Six-Level Report Paragraph Grouping Sample

10. Identify all trademarks used within the report. A trademark is a word, phrase, logo, or symbol used in commerce as a source indicator. The ® symbol following a trademark indicates that the mark is registered with the U.S. Patent and Trademark Office; the ™ symbol indicates the mark is claimed as a trademark by the vendor, regardless of whether it is registered.

a. If any trademark is used within a technical report—

(1) Place the following trademark disclaimer within a textbox at the bottom of the first page of the report:

Use of trademarked names does not imply endorsement by the U.S. Army but is intended only to assist in identification of a specific product.

(2) Include the appropriate trademark symbol (either ® or ™) with the first appearance of the trademark.

(3) Place the trademark identification in parentheses at the end of the paragraph in which the trademark is first introduced—

(TLV® is a registered trademark of the American Conference of Governmental Industrial Hygienists.)

b. Since the executive summary is an adjunct to the full report, the disclaimer or company information is not necessary in the executive summary, but use the appropriate trademark symbol with the first appearance of the trademark.

11. Center page numbers at the bottom of each page.

a. Number the page(s) in the executive summary consecutively beginning with the second page as ES-2.

b. Number the pages in the body of the report in numerical order, starting with the second page.

c. Number the page(s) in the appendices by a letter-number combination (that is, A-1, A-2; B-1, B-2; or C-1, C-2). If only one appendix appears within the technical report, title it Appendix A, and number pages as A-1, A-2, etc. See paragraph III.A.6.

d. If there are annexes to the appendices, title them Annex A-1, Annex A-2, etc.; Annex B-1, Annex B-2, etc. Number the pages in the annexes as A-1-1, A-1-2; A-2-1, A-2-2; B-1-1, B-1-2; B-2-1, B-2-2, etc. If there is only one annex to an appendix, title it Annex A-1, for example, and number the pages as A-1-1, A-1-2, or B-1-1, B-1-2, etc.

12. Place the running header on the table of contents page as well as each page of the body of the report starting with page 2. The header is an abbreviated form of the report title (for example, Ergonomics Evaluation No. 88-MR-04J6-07, Feb 07 or February 2007).

B. Technical reports at USACHPPM should go through a publication process that includes the client or person requesting the service, project manager, project officers, program managers, PMD, and director for final approval. As discussed earlier, communication among the project manager, client, and PMD is critical. Request PMD services early in the writing process. Share draft reports with peers and program managers for feedback. Attach CHPPM Form 3-E (Record of Processing) to the draft, electronically or in hard copy. See Appendix D, Figure D-1, for a sample CHPPM Form 3-E. This form provides a record of all reviewers and a time line for the publishing of the technical report.

C. Forward the draft technical report and CHPPM Form 3-E to the Chief, PMD, via electronic mail or hard copy. The Chief, PMD, assigns the project to an editor. The responsible editor reviews the draft technical report for—

1. Clarity.

2. Conciseness.

3. Factual consistency.

4. Applicable terminology.

5. Grammatical accuracy.

6. Accurate references and abbreviations.

7. Format and technical content.

8. Organizational structure.

D. The PMD editors will use the track change function of Microsoft Word to indicate major editorial/content changes and questions for discussion. Editors will return the document to the project officer. The project officer will accept or reject the suggested changes or meet with the editor to discuss the technical report. The technical report is now ready to be finalized and prepared for signature.

E. Only Army-approved software will be used to create technical reports. Software not approved for technical report development WILL NOT be authorized.

F. Any publishing/editing/writing software purchase requests must be reviewed by the Deputy Chief of Staff for Installation Management and approved by PMD. Software purchased without these approvals will not be supported by USACHPPM.

G. Once the technical report is finalized, the project manager will forward the report to the program manager for approval signature. After the program manager signs the document, it is forwarded to the appropriate director for signature. All signature pages will be scanned into the final technical report prior to dissemination and archiving. With all signatures, the report is ready for reproduction.

H. All report printing requests must come through PMD to be sent to the Document Automation & Production Service (DAPS). U.S. Code, Title 44, Chapter 5, Sections 501,

502, and 504 mandate the use of DAPS. When the report comes through PMD to DAPS for reproduction, a Department of Defense (DD) Form 843 (Requisition for Printing and Binding Services) must accompany the report. See Appendix D, Figure D-2, for a sample DD Form 843. The PMD logs all DD Forms 843 into a database and gives each a tracking number.

1. The project manager must provide the following information on the DD Form 843:

a. Cost center. (The project manager's program will fund the reproduction of the report.)

b. Job order number and sub-job order number.

c. Authorization signature.

d. Delivery date.

e. Special requests. (Part 13 of the DD Form 843 should contain specific instructions.)

2. Quality control of USACHPPM technical reports is essential. Our last chance to correct errors is before the document is sent for reproduction. The Army standard is for a document to be generally free of errors. When technical reports are ready for reproduction, the program should ensure that the technical report is accurate and free of errors. This applies if the reproduction is handled through the DAPS or within the program. This also applies to USACHPPM subordinate commands; the Commander will be accountable for the quality of technical reports produced within his subordinate command.

I. Once the report is reproduced, the project manager will distribute the technical report. A signed copy of the report is sent to the client with copies going to the listed copy-furnished addresses. Individual programs that publish technical reports on CD-ROMs will follow the guidance outlined in DA Pam 25-40, paragraph D-2c.

J. Center archiving is the final step for a technical report.

1. The official record copy of the technical report is forwarded to the Information Processing Office (IPO) in PMD for permanent retention at the National Archives and Records Administration (NARA). (See DA Pam 25-403, para 2–11.)

2. Upon notification from the CIMS office of OPM project closure, the IPO will retrieve the OPM-posted electronic file for inclusion in the USACHPPM technical report library database. Only USACHPPM personnel can access the USACHPPM technical report library database.

a. Without exception, all USACHPPM technical reports, regardless of length, will be posted to the USACHPPM database. (See subparagraph II.)

b. Any notable discrepancies in the report will be referred to the appropriate program manager or subordinate commander to ensure the error is not repeated in future reports.

K. In addition to the USACHPPM technical report library database, the Defense Technical Information Center (DTIC) can be used to store and distribute USACHPPM technical reports. The director or program manager will be responsible for submitting the final report to DTIC via hard copy or electronically (http://www.dtic.mil/dtic/submitting/how_submit.html). The DTIC accepts scientific, research and engineering information as well as acquisition and budget-related documents for its technical reports collection. Documents are accepted with the following security classifications: Unclassified, Unlimited (Public Release); Unclassified, Limited; Classified Secret and below (DODD 3200.12).

L. The publishing of any USACHPPM technical report containing classified military information will undergo special procedures. Possible classifications may include Confidential, Secret, or Top Secret. The information in these documents is a national security asset that must be protected. Disclosures shall be made only when authorized by officials designated under DODD 5230.11 and when all requirements of this directive are met.

M. When a report with classified markings needs to be edited, project officers should contact the Chief, PMD to make arrangements to ensure the security of the report. Only individuals with appropriate clearances may review classified reports. The Chief, PMD will ensure the individual assigned has a current clearance on file with the USACHPPM Security Office. All revisions will be made by the writer/editor using the Sensitive Compartmented Information Facility (SCIF) equipment. The report will remain in the secure environment until it is ready for dissemination.

N. "For Official Use Only (FOUO)" shall be used on those technical reports not given a security classification but containing information which may be withheld from the public. The information is withheld because disclosure would cause a foreseeable harm to an interest protected by one or more Freedom of Information Act exemptions 2 through 9 (AR 25-55). The FOUO marking cannot be used in lieu of a classification to protect national security interests. An FOUO marking does not prohibit the report from being requested and provided under the Freedom of Information Act. Further clarification can be obtained from the Deputy Chief of Staff for Operations (DCSOPS) or the Staff Judge Advocate. Mark FOUO reports as follows—

1. For unclassified reports, place "For Official Use Only" at the bottom of the front cover, at the top and bottom of each page containing FOUO information, and at the bottom of the last page of the report. Each paragraph containing FOUO information shall also be marked by placing "FOUO" at the beginning of the paragraph.

2. For classified reports containing FOUO information, contact the DCSOPS for guidance.

APPENDIX A

TECHNICAL REPORT FORMAT FIGURES

This appendix provides a sample technical report containing all elements of a report as discussed in paragraphs III and IV of this technical guide. Actual samples depicting measurements, formatting details, tables, figures, etc., provide information necessary to maintain continuity, cohesiveness, and clarity for the reader.

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DEPARTMENT OF THE ARMY
US ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE
5158 BLACKHAWK ROAD
ABERDEEN PROVING GROUND MD 21010-5403

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MCHB-TS-OER 1 July 20XX

MEMORANDUM FOR Defense Logistics Agency Chemical Stockpile (DNSC-E/Mr. John Doe), 8725 John J. Kingman Road, Suite 3229, Fort Belvoir, VA 22060-5000

SUBJECT: Ergonomic Evaluation No. 88-MR-XXXX-06, Defense Logistics Agency Chemical Stockpile Multiple Locations, Fort Belvoir, Virginia, 12 April 2005–20 February 2006

1. We are enclosing a copy of the subject report with an Executive Summary.

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2. Please contact us if you need additional information or have questions about this report.

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3. The point of contact at the U.S. Army Center for Health Promotion and Preventive Medicine is Mr. Bob Smith, Ergonomics Program, commercial (410) 436-XXXX or DSN 584-XXXX. Mr. Smith may also be reached by electronic mail at bob.smith@us.army.mil.

FOR THE COMMANDER:

Encl

JANE J. JONES
LTC, MS
Director, Occupational Health Sciences

CF: (w/encl)

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Readiness thru Health

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Figure A-1. Transmittal Memorandum Sample

U.S. Army Center for Health Promotion and Preventive Medicine

USCHPPM

ERGONOMIC EVALUATION NO. 88-MR-XXXX-06
DEFENSE LOGISTICS AGENCY CHEMICAL STOCKPILE
MULTIPLE LOCATIONS
FORT BELVOIR, VIRGINIA
12 APRIL 2005–20 FEBRUARY 2006

CHPPM FORM 433-E (MCHB-CS-IPD), OCT 03

Distribution authorized to U.S. Government agencies only; protection of privileged information evaluating another command; Mar 06. Other requests for this document shall be referred to Defense Logistics Agency Chemical Stockpile (DNSC-E), 8725 John J. Kingman Road, Suite 3229, Fort Belvoir, VA 22060-5000.

Preventive Medicine Survey: 40-5f1

Readiness Thru Health

DESTRUCTION NOTICE - Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

Figure A-2. Report Cover Sample

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Figure A-2. Report Cover Sample (continued)

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US ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE
5158 BLACKHAWK ROAD
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MCHB-TS-OER

EXECUTIVE SUMMARY
ERGONOMIC EVALUATION NO. 88-MR-XXXX-06
DEFENSE LOGISTICS AGENCY CHEMICAL STOCKPILE
MULTIPLE LOCATIONS
FORT BELVOIR, VIRGINIA
12 APRIL 2005–20 FEBRUARY 2006

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1. PURPOSE. The Defense Logistics Agency (DLA) requested an ergonomic evaluation of computer workstations and workers at multiple DLA Chemical Stockpile locations (Memorandum for Record, MCHB-TS-OER, 10 October 2004, subject: Telephone Request for Ergonomic Evaluation from Mr. John Doe, Health and Safety Manager, DLA Chemical Stockpile). The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) conducted an evaluation to determine whether current workstation configurations, equipment, and job duties could be improved to eliminate discomfort, promote efficiency, and reduce the risk for work-related musculoskeletal disorders (WMSDs).

2. CONCLUSIONS. The USACHPPM ergonomist identified individuals who had been diagnosed with a WMSD injury or exposed to WMSD risk factors that may lead to an injury.

(→ .23" 1st left tab subparagraph indentation)
(→ .46" 2nd left tab subparagraph indentation)

a. The most prevalent ergonomic risk factors were poor seated postures due to limited adjustability of the chairs, improper placement of computer monitors, excessively high desk surfaces, and cramped workstations. Other prevalent risk factors were poor upper extremity postures from reaching forward while typing or using the mouse and working for long durations using repetitive hand and wrist motions.

b. Other issues included worker exposure to indirect or direct glare, use of older chairs that were at the end of their life cycle, and use of older keyboard trays.

3. RECOMMENDATIONS.

a. Provide appropriate adjustable chairs for long-duration seating and computer work. This will improve worker back and arm posture as well as improve worker comfort.

b. Ensure personnel are aware of administrative controls to help reduce stress associated with long-duration computer activities.

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Readiness thru Health

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Figure A-3. Executive Summary Sample

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EXSUM, Ergonomic Evaluation No. 88-MR-XXXX-06, 12 Apr 05–20 Feb 06

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c. Ensure personnel know how to set up their workstations to minimize exposure to glare and to reduce stress on their necks, backs, and upper extremities.

d. Provide keyboard trays that can accommodate a keyboard and mouse and can allow workers to use the mouse with the dominate hand. This will promote proper computer workstation setup and promote neutral back, shoulder, and hand/wrist postures.

e. Determine if employee work loads are appropriate. Studies indicate stressed workers have decreased productivity and increased injury rates compared to nonstressed workers.

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ES–2

Figure A-3. Executive Summary Sample (continued)

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Ergonomic Evaluation No. 88-MR-XXXX-06, 12 Apr 05–20 Feb 06

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TABLE OF CONTENTS

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Figure A-4. Table of Contents Sample

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ERGONOMIC EVALUATION NO. 88-MR-XXXX-06
DEFENSE LOGISTICS AGENCY CHEMICAL STOCKPILE
MULTIPLE LOCATIONS
FORT BELVOIR, VIRGINIA
12 APRIL 2005–20 FEBRUARY 2006

1. REFERENCES. See Appendix A for a listing of references used in this report.
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2. PURPOSE. The Defense Logistics Agency (DLA) requested an ergonomic evaluation of computer workstations and workers at multiple DLA Chemical Stockpile locations. The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) conducted an evaluation to determine whether current workstation configurations, equipment, and job duties could be improved to eliminate discomfort, promote efficiency, and reduce the risk for work-related musculoskeletal disorders (WMSDs).

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3. AUTHORITY. Telephone request from Mr. John Doe, Health and Safety Manager, Defense Logistics Agency (DLA) Chemical Stockpile, 10 October 2004, subject: Ergonomic Evaluation (reference 1).

4. BACKGROUND.
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a. Mr. Robert Smith, an ergonomist with the USACHPPM Ergonomics Program, performed an ergonomic evaluation at several DLA Chemical Stockpile locations from 12 April 2005 to 20 February 2006.

b. The USACHPPM ergonomist based his findings and recommendations on information gathered during interviews with DLA Chemical Stockpile personnel and observations of their workstations.

c. The Defense National Stockpile Center is a part of DLA and is responsible for providing safe, secure, and environmentally sound stewardship for strategic and critical materials in the Defense National Stockpile Center.

d. A review of the literature relating to WMSDs and computer users indicates that users are at significant risk for suffering a WMSD, and the risk of injury is commensurate with the time spent at the computer workstation (reference 2). The USACHPPM ergonomist identified workers who spend 4 or more hours a day working at their computers. Overall, 70 percent of DLA workers spend 4 or more hours at their computers, and 76 percent of the workers at Fort Belvoir spend 4 or more hours at their computers.

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Use of trademarked name(s) does not imply endorsement by the U.S. Army but is intended only to assist in identification of a specific product.

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Figure A-5. Report Body Sample

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e. Of the 112 DLA Chemical Stockpile personnel interviewed, 17 were experiencing symptoms related to a WMSD or had been diagnosed with a WMSD. Many more workers noted that their workstations were not comfortable, and virtually all of the Fort Belvoir employees identified worked using nonneutral shoulder or wrist postures.

f. The USACHPPM ergonomist observed that most of the Fort Belvoir workers used poor upper extremity postures when typing and using the mouse, primarily because their keyboard trays were not wide enough to accommodate both a keyboard and a mouse.

g. Many DLA workers did not place their monitors directly in the line of sight. This caused their necks to be twisted for long periods of time during the workday.

h. Engineering controls, or changes in the workstation design, are the preferred method of reducing the risk of WMSD injuries at workstations, because these controls offer permanent solutions to problems. Appendix B contains vendor information about office furniture and equipment that may improve employee comfort by allowing personnel to maintain neutral postures.

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i. Administrative controls are changes in work practices that allow adequate rest breaks. Breaks in a work schedule are important because they minimize exposure to the physical stressors of a task. In general, a 5- to 10-minute stretching break for every hour of keyboarding is recommended. All personnel should frequently change positions and stretch. Appendix C contains workstation setup and administrative control information.

5. FINDINGS AND DISCUSSION. All findings are based on concerns raised by personnel during interviews and observations by the USACHPPM ergonomists. Findings are grouped by DLA Chemical Stockpile locations in chronological order.

a. Scotia, New York, 12 April 2005.

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(1) The USACHPPM ergonomist evaluated five workers and their workstations, as well as one common computer workstation, in Scotia, New York; of the five workers, one reported discomfort while working.

(2) The workers evaluated used keyboard drawers rather than articulating keyboard trays. Shorter workers could not arrange their workstations to allow them to work in a neutral posture. This resulted in poor posture, mechanical compression of the wrists, and unsupported legs when the workers were seated.

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Figure A-5. Report Body Sample (continued)

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(3) Chair design was less than adequate, and several workers could not adjust the depth of the chair seat pan. The lumbar support was poor, the backrest design was poor, and the armrests could not be adjusted to support the workers' arms when they typed.

(4) Most workers would benefit from an articulating keyboard tray to improve typing and mousing postures, a wrist rest to eliminate mechanical compression between the desk surface and the wrists, and, in some cases, a footrest (for shorter workers).

b. Hammond, Indiana, 12 April 2005.

(1) The USACHPPM ergonomist assessed four workers and five workstations; there were no reports of any WMSD symptoms or injuries.

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(2) Laptop use was prevalent; however, all laptops used had docking stations, resulting in acceptable arm, neck, and back postures.

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(3) Chair design was more than adequate with all adjustability features included.

(4) No additional equipment was needed to improve work posture or worker comfort.

6. CONCLUSIONS. The USACHPPM ergonomics team identified individuals who had been diagnosed with a WMSD injury or exposed to WMSD risk factors that may lead to an injury.

a. The most prevalent ergonomic risk factors were poor seated postures due to limited adjustability of the chairs, improper placement of computer monitors, excessively high desk surfaces, and cramped workstations. Other prevalent risk factors were poor upper extremity postures from reaching forward while typing or using the mouse and working for long durations using repetitive hand and wrist motions.

b. Other issues included worker exposure to indirect or direct glare, use of older chairs that were at the end of their life cycle, and use of older keyboard trays.

7. RECOMMENDATIONS.

a. General.

(1) Provide appropriate adjustable chairs for long-duration seating and computer work. This will improve worker back and arm posture as well as improve worker comfort.

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Figure A-5. Report Body Sample (continued)

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(2) Ensure personnel are aware of administrative controls to help reduce stress associated with long-duration computer activities.

(3) Ensure personnel know how to set up their workstations to minimize exposure to glare and to reduce stress on their necks, backs, and upper extremities.

(4) Provide keyboard trays that can accommodate a keyboard and mouse and can allow workers to use the mouse using the dominate hand. This will promote proper computer workstation setup and improve neutral back, shoulder, and hand/wrist postures.

(5) Determine if employee work loads are appropriate. Studies indicate stressed workers have decreased productivity and increased injury rates compared to nonstressed workers.

b. Specific.

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(1) Scotia, New York, 12 April 2005.

(a) Encourage workers who spend more than 4 hours per day at their computer workstation to take microbreaks; limit time spent sitting in chairs without a break to a maximum of 1 hour.

(b) Provide articulating keyboard trays to improve the current workstation setups.

(c) Improve the chairs. Current chairs have poor armrest and seat-pan adjustability features as well as a poorly designed lumbar support and backrest.

(d) Provide footrests and wrist rests to workers who need them.

(2) Hammond, Indiana, 12 April 2005.

(a) Encourage workers who spend more than 4 hours per day at their computer workstations to take microbreaks.

(b) Ensure workers who use a laptop computer continue to connect the laptop to a docking station in order to maintain good working posture.

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Figure A-5. Report Body Sample (continued)

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8. POINT OF CONTACT. The point of contact at USACHPPM is Mr. Bob Smith, Ergonomics Program, commercial (410) 436-XXXX or DSN 584-XXXX. Mr. Smith may also be reached by electronic mail at bob.smith@us.army.mil.

BOB SMITH
Project Officer
Ergonomics Program

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Approved:

MARY CARTER
Manager, Ergonomics Program

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Figure A-5. Report Body Sample (continued)

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Ergonomic Evaluation No. 88-MR-XXXX-06, Apr 05–Feb 06

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APPENDIX A

REFERENCES

References Cited

1. Memorandum for Record, MCHB-TS-OER, 10 October 2004, subject: Telephone Request for Ergonomic Evaluation from Mr. John Doe, Health and Safety Manager, DLA Chemical Stockpile.

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2. American National Standards Institute (ANSI)/Human Factors Society (HFS). 1998. ANSI/HFS Standard 100-1988. *American National Standard for Human Factors Engineering of Visual Display Terminal Workstations*. Santa Monica: The Human Factors Society, Inc.

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Other References

Chaffin, D.B., G.B.J. Andersson, and B.J. Martin. 1999. *Occupational biomechanics*. 3d ed. New York: John Wiley & Sons, Inc.

Chengalur, S.N., S.H. Rodgers, and T.E. Bernard. 2004. *Kodak's ergonomics design for people at work*. 2d ed. New York: John Wiley & Sons, Inc.

Department of Defense (DOD) Ergonomics Working Group. 2000. *Preventing work-related musculoskeletal disorders*. Washington, DC: Department of Defense.

Memorandum, The Secretary of Defense, 19 May 2003, subject: Reducing Preventable Accidents.

Military Standard 1472F, Department of Defense Design Criteria Standard, Human Engineering, 23 August 1999.

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Figure A-6. Appendix A Sample

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APPENDIX B

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Figure A-7. Appendix B Sample

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Figure B-1. Adjustable Footrest

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Photograph courtesy of Humanscale™ Corporation, New York, New York. (Humanscale is a trademark of Humanscale Corporation, New York, New York.)

Figure B-2. Aeron® Chair by Herman Miller, Inc.

Photograph courtesy of Herman Miller, Inc., Zeeland, Michigan. (Aeron is a registered trademark of Herman Miller, Inc., Zeeland, Michigan.)

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Figure A-7. Appendix B Sample (continued)

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APPENDIX C

WORKSTATION SETUP AND ADMINISTRATIVE CONTROLS

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C-1. WORKSTATION SETUP.

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a. The work area at the video display terminal (VDT) workstation should be large enough to accommodate the operator and his or her equipment and materials. At a minimum, the operator should have enough space to perform all required tasks with the items that the operator uses most often placed directly in front of him/her. If telephone use is frequent, then the operator should be provided with a headset.

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b. The operator's hands link the operator to the computer; therefore, the proper desk height and placement of equipment on the desk is essential in maintaining good health. When performing VDT work, the operator's shoulders should be relaxed, the upper arms should be close to the body, the arms should be parallel to the floor, and the wrists should have little or no bend when the operator is typing or using a pointing device.

c. Proper seating is essential since the seated operator depends on his/her chair for support to the body. A well-adjusted chair improves circulation and helps prevent backaches and fatigue. The chair should be adjusted so that the operator's lower back is firmly against the chair backrest when the operator is leaning back slightly. The correct chair height is essential since it helps relieve stiffness and cramping in the legs and helps prevent stress and tension in the neck and shoulders. The chair height should be adjusted so that the feet are firmly on the ground, the knees are at a 90- to 110-degree angle, and there is at least 3 inches of leg room between the desk or keyboard tray height. If the operator's feet cannot reach the floor, a footrest is needed at the workstation.

d. Correctly adjusting the height and viewing distance of the monitor can reduce eyestrain and muscle tension in the neck, shoulders, and upper back. The screen distance should be between 18–30 inches from the eyes, and the top of the monitor should be positioned so it is at eye level.

C-2. ADMINISTRATIVE CONTROLS.

a. Just as important as the workstation setup is the operator's responsibility to maintain his/her health. Good working habits are essential to staying healthy and include taking frequent microbreaks (that is, a 30-second to 1-minute stoppage in work to perform a stretching exercise); applying eye drops, especially if the room is dry or if the VDT operator wears contact lenses; and

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Figure A-8. Appendix C Sample

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getting up from the chair at least once an hour to walk to promote good blood flow throughout the body. If the VDT operator spends time at a home VDT workstation, then the principles that are applied at the office need to be applied at home as well.

b. Computer operators can get information on how to set up their own workstation by downloading a copy of the Department of Defense Ergonomics Working Group publication Creating the Ideal Computer Workstation: A Step-by-Step Guide at: http://www.ergoworkinggroup.org/ewgweb/SubPages/ProgramTools/Publications/Workstation_Guide_Web.pdf.

c. Expansion in the use of VDTs has been accompanied by complaints from many VDT operators about visual strain and physical discomfort. Symptoms of visual discomfort include visual fatigue, pain in the eyes, burning or itching eyes, blurred or double vision, and headaches. Fortunately, the literature reports that the visual discomfort experienced by VDT operators is reversible and is not considered to be a persistent eye injury.

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Figure A-8. Appendix C Sample (continued)

APPENDIX B

ADDITIONAL TECHNICAL REPORT FORMATTING GUIDANCE

Appendix B provides additional report format information relative to figures, tables, and references.

B-1. FIGURES.

a. Maps, site plans, graphs, line drawings, photographs, plates, etc., will be identified as figures and numbered consecutively. Both the figure and the figure number with title will be centered on the page. The figure number and title will be written in "Title Case" underneath the figure.

Figure 1. Safe Patient Handling

b. Figures contained within appendices will be identified as follows:

Figure X-1. Safe Patient Handling

c. If a figure is inserted into the executive summary, the figure will be identified as follows:

Figure ES–1. Safe Patient Handling

d. If there is only one figure within the executive summary, the body of the report, or the appendices, refer to it as Figure ES-1, Figure 1, or Figure X-1, respectively.

B-2. TABLES.

a. All data that can be presented in tabular form will be placed in tables. All tables will be prepared in Times New Roman, 12-point font whenever possible. The table number with title will be written in "Title Case." Use a "Legend" section at the end of the table to identify any acronyms that have not been identified within the body of the report. Use a "Note(s)" section at the end of the table to provide explanation or clarification of information in the table or to provide any additional information.

b. Tables and titles should be inserted into the body of the report flush with the left margin and numbered consecutively above the table. If there is only one table, label it Table 1. The following is an example:

Table 1. Principles of Operational Risk Management

Principle	Description
Accept No Unnecessary Risk	No one intentionally accepts unnecessary risks, but some risks may go unidentified. The risk management process requires first and foremost the identification of threats, and provides tools to assess, characterize, and balance associated risk with mission success. The most logical choices for accomplishing a mission are those that meet all mission requirements while exposing personnel and resources to the lowest acceptable risk.
Make Risk Decisions at the Appropriate Level	The risk management process must include those accountable for the mission; ensuring that risk decisions are made at the appropriate level will establish clear accountability. Each risk decision should be made at the level that has the authority and resources to eliminate or minimize the threat, implement controls to reduce the risk, or accept the risk.
Accept Risk When Benefits Outweigh the Cost	The process of weighing risks against opportunities and benefits helps to maximize mission success. Balancing costs and benefits is a subjective process and is a leader's decision.
Anticipate and Manage Risk by Planning	Integrating risk management into planning as early as possible provides leaders the greatest opportunity to make well-informed decisions and implement effective risk controls. During execution phases of operations, the risk management process must be applied to address previously unidentified risks while continuing to evaluate the effectiveness of existing risk control measures and modify them as required.

c. If a table continues to the following page, the table title must indicate the continuation. See the following example of a continued table:

Table 2. Summary of Environmental Conditions of Buildings

Building	Sampling Type	Contaminants Detected Above RBSLs	Remedial Action Needed	Comments	Current Condition Category
FB 101	None	Not applicable	No	None	1
FB 102	None	Not applicable	No	None	1
FB 103	None	Not applicable	No	None	1
FB 104	None	Not applicable	No	None	1
FB 105	None	Not applicable	No	None	1
FB 109	Surface soil Subsurface soil	None Lead, Metals	Yes	B 109 was a trash incinerator. Building demolition in 1994 resulted in a punctured underground storage tank (UST) resulting in a release of approximately 400 gallons of fuel oil. Product and soil were removed from excavation. Low-level ground water contamination attributable to the UST discharge remains in the immediate vicinity. Approximately 1 to 1.5 acres of incinerator ash and municipal solid waste are present in a former trash pit located southwest of the former building. A private contractor has delineated the extent of contaminated soil through soil sample analyses. Removal of all contaminated soils is anticipated to be complete by spring of fiscal year 2007.	6

Table 2. Summary of Environmental Conditions of Buildings (continued)

Building	Sampling Type	Contaminants Detected Above RBSLs	Remedial Action Needed	Comments	Current Condition Category
FB 110	None	Not applicable	No	None	1
FB 111	None	Not applicable	No	None	1
FB 112	None	Not applicable	No	None	1
FB 115	Surface Soil Subsurface Soil	None None		FB 115 was used as a flammable materials storage building. Total petroleum hydrocarbons-diesel fuel (TPH-D) was detected in five soil samples at concentrations significantly less than the applicable RBSLs. A release of other hazardous constituents is not suspected.	2

Legend:
RBSL=Risk-based screening level
FB=Former building

d. Tables and titles inserted into the executive summary should follow the same guidelines as above. Following is an example of a table within an executive summary:

Table ES–1. Principles of Operational Risk Management

Principle	Description
Accept No Unnecessary Risk	No one intentionally accepts unnecessary risks, but some risks may go unidentified. The risk management process requires first and foremost the identification of threats, and provides tools to assess, characterize, and balance associated risk with mission success. The most logical choices for accomplishing a mission are those that meet all mission requirements while exposing personnel and resources to the lowest acceptable risk.
Make Risk Decisions at the Appropriate Level	The risk management process must include those accountable for the mission; ensuring that risk decisions are made at the appropriate level will establish clear accountability. Each risk decision should be made at the level that has the authority and resources to eliminate or minimize the threat, implement controls to reduce the risk, or accept the risk.
Accept Risk When Benefits Outweigh the Cost	The process of weighing risks against opportunities and benefits helps to maximize mission success. Balancing costs and benefits is a subjective process and is a leader's decision.

B-3. SAMPLE REFERENCE INFORMATION. Figure B-1 illustrates reference formats generally used within technical reports.

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Industrial Hygiene Program Management Assessment No. 59-MN-XXXX-06, 14–18 Nov 05

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APPENDIX A

REFERENCES

References Cited

1. Army Regulation 40-5, Preventive Medicine, 22 July 2005.

2. Department of the Army Pamphlet 40-8, Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Mustard Agents H, HD, and HT, 4 December 1990.

3. HQDA Letter 1-01-1, Headquarters, Department of the Army, DASA/ESOH, 27 June 20XX, subject: Force Health Protection (FHP): Occupational and Environmental Health (OEH) Threats.

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4. Field Manual 100-14, Risk Management, 23 April 1998.

5. Military Standard 1474D, Department of Defense Design Criteria Standard, Noise Limits, 12 February 1997.

6. Joint Publication 4-02, Doctrine for Health Service Support in Joint Operations, 30 July 2001.

7. Department of Defense Directive 6200.4, Force Health Protection (FHP), 9 October 2004.

8. Memorandum, Assistant to the Secretary of Defense-Chemical and Biological Defense, DATSD-CBD, 27 December 2001, subject: Interim Certification of Chemical and Biological Data.

9. Public Law 79-659, Health Programs for Government Employees, 8 August 19XX.

10. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, 26 February 20XX.

11. Title 21, Code of Federal Regulations, Section 1040.10, Laser products, 200X.

12. Federal Register, Vol. 69, No. 85. 2004. *Interim Recommendations for Airborne Exposure Limits for Chemical Warfare Agents H and HD (Sulfur Mustard)*, 3 May, 24164-24168.

13. U.S. Department of Health and Human Services (DHHS). U.S. Public Health Service, National Institute for Occupational Safety and Health (NIOSH). 2004. DHHS (NIOSH) Publication No. 97-140. *Pocket Guide to Chemical Hazards*. Cincinnati: NIOSH.

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Figure B-1. Sample Reference Format

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Industrial Hygiene Program Management Assessment No. 59-MN-XXXX-06, 14–18 Nov 05

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20. National Fire Protection Association. 2004. NFPA Standard 53. *Recommended Practices on Material, Equipment, and Systems Used in Oxygen-Enriched Atmospheres*. Quincy, Massachusetts: National Fire Protection Association.

21. USACHPPM Technical Guide 248, Guide for Deployment Military Personnel on Health Risk Management, August 2001.

22. USACHPPM Toxicity Profile, FM-200, Directorate of Toxicology, January 1997.

23. Memorandum, USACHPPM, MCHB-TS-OHH, 1 April 2006, subject: Ergonomic Evaluation No. 88-MR-03UG-06, Assessment of Computer Workstations at Multiple Defense Logistics Agency Chemical Stockpile Locations, Fort Belvoir, Virginia, 12 April 2005 to 20 February 2006.

24. E-mail, Deputy Assistant Secretary of the Army (Environmental Safety and Occupational Health) (DASA/ESOH), Mr. John Doe, 1 February 2006, subject: Industrial Hygiene Program Management.

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1" Footer ↑

A-2

Figure B-1. Sample Reference Format (continued)

1" Header ↓

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1" Top Margin ↓

25. Fax, Deputy Assistant Secretary of the Army (Environmental Safety and Occupational Health) (DASA/ESOH), Mr. John Doe, 1 February 2006, subject: Industrial Hygiene Program Management.

26. Telephone conversation between Mr. Bob Smith, USACHPPM, and Mr. John Doe, Health and Safety Manager, Defense Logistics Agency Chemical Stockpile, 10 October 2004, subject: Ergonomic Survey Request.

27. Personal conversation between Mr. Ben Jones, USACHPPM, and Mr. James Green, Defense Logistics Agency, 12 January 2006, subject: Request for Survey.

28. National Library of Medicine. 2000. Muscular dystrophy. In *Medline Plus*. http://www.nlm.nih.gov/medlineplus/musculardystrophy.html (accessed May 9, 2000).

1"→ Left ←1" Right

Other References

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Skovron, M.L., I.M. Levy, and J. Agel. 1990. Living with artificial grass: a knowledge update. Part 2: Epidemiology. *Am J Sports Med* 18(3):310-315.

1" Bottom Margin ↑

1" Footer ↑

A-3

Figure B-1. Sample Reference Format (continued)

APPENDIX C

DISTRIBUTION STATEMENTS FOR USE ON TECHNICAL DOCUMENTS
(Reference: DODD 5230.24)

C–1. GENERAL. All new and revised technical, equipment, doctrinal, and training publications must contain statements specifying their availability for release and dissemination. Proponents must put these statements and notices on the USACHPPM report cover as in Figure A-2.

a. Proponents must not use the same statement for all of their publications. Care must be exercised in examining each statement and determining the appropriate statement for the publication's content.

b. Distribution restriction statements and warning and destruction notices do not apply to publications—

(1) Categorized as cryptographic and communications security, communications and electronic intelligence, and other categories designated by the Director, National Security Agency or Chief, Central Security Service.

(2) That contain RESTRICTED DATA and FORMERLY RESTRICTED DATA, as defined in the Atomic Energy Act of 1954, as amended.

c. Distribution restrictions must remain in effect until changed or removed by the proponent. Each proponent must establish and maintain a procedure to review publications to increase their availability when conditions permit and notify the U.S. Army Publishing Directorate of change.

C–2. EXPORT CONTROL NOTICE.

a. All technical publications that contain export-controlled data generated by Army organizations and their contractors, regardless of medium, physical form, or characteristics, must be marked with an export control notice and a distribution restriction statement. Technical data with limited distribution through alternate methods are exempt from these marking provisions.

b. Technical data subject to export controls must be marked accordingly. Selection of these markings must be accomplished before selecting a distribution restriction statement. Only distribution restriction statement D is permitted on export-controlled technical publications.

C-3. DODD 5230.24 EXCERPT. Figure C-1 contains distribution statements and notices that are authorized for use on DOD technical documents.

DISTRIBUTION STATEMENTS FOR USE ON TECHNICAL DOCUMENTS

E3.1.1. The following distribution statements and notices are authorized for use on DoD technical documents:

E3.1.1.1. DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

E3.1.1.1.1. This statement may be used only on unclassified technical documents that have been cleared for public release by competent authority in accordance with DoD Directive 5230.9 (reference (f)). Technical documents resulting from contracted fundamental research efforts will normally be assigned Distribution Statement A, except for those rare and exceptional circumstances where there is a high likelihood of disclosing performance characteristics of military systems, or of manufacturing technologies that are unique and critical to defense, and agreement on this situation has been recorded in the contract or grant.

E3.1.1.1.2. Technical documents with this statement may be made available or sold to the public and foreign nationals, companies, and governments, including adversary governments, and may be exported.

E3.1.1.1.3. This statement may not be used on technical documents that formerly were classified unless such documents are cleared for public release in accordance with reference (f).

E3.1.1.1.4. This statement shall not be used on classified technical documents or documents containing export-controlled technical data as provided in DoD Directive 5230.25 (reference (c)).

E3.1.1.2. DISTRIBUTION STATEMENT B. Distribution authorized to U.S. Government Agencies only (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DoD office).

E3.1.1.2.1. This statement may be used on unclassified and classified technical documents.

E3.1.1.2.2. Reasons for assigning distribution statement B include:

Figure C-1. Distribution Statements (DODD 5230.24)

Foreign Government Information	To protect and limit distribution in accordance with the desires of the foreign government that furnished the technical information. Information of this type normally is classified at the CONFIDENTIAL level or higher in accordance with DoD 5200.1-R (reference (h)).
Proprietary Information	To protect information not owned by the U.S. Government and protected by a contractor's "limited rights" statement, or received with the understanding that it not be routinely transmitted outside the U.S. Government.
Critical Technology	To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified or unclassified; when unclassified, it is export-controlled and subject to the provisions of DoD Directive 5230.25 (reference (c)).
Test and Evaluation	To protect results of test and evaluation of commercial products or military hardware when such disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.
Contractor Performance Evaluation	To protect information in management reviews, records of contract performance evaluation, or other advisory documents evaluating programs of contractors.
Premature Dissemination	To protect patent able information on systems or processes in the developmental or concept stage from premature dissemination.
Administrative or Operational Use	To protect technical or operational data or information from automatic dissemination under the International Exchange Program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.
Software Documentation	Releasable only in accordance with DoD Instruction 7930.2 (reference (i)).
Specific Authority	To protect information not specifically included in the above reasons and discussions, but which requires protection in accordance with valid documented authority, such as Executive orders, classification guidelines, DoD or DoD Component regulatory documents. When filling in the reason, cite "Specific Authority (identification of valid documented authority)."

E3.1.1.3. DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government Agencies and their contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DoD office).

E3.1.1.3.1. Distribution statement C may be used on unclassified and classified technical documents.

E3.1.1.3.2. Reasons for assigning distribution statement C include:

Figure C-1. Distribution Statements (DODD 5230.24) (continued)

Foreign Government Information	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Software Documentation.	Same as distribution statement B.
Administrative or Operational Use	Same as distribution statement B.
Specific Authority	Same as distribution statement B.

E3.1.1.4. DISTRIBUTION STATEMENT D. Distribution authorized to the Department of Defense and U.S. DoD contractors only (fill in reason) (date of determination). Other requests shall be referred to (insert controlling DoD office).

E3.1.1.4.1. Distribution statement D may be used on unclassified and classified technical documents.

E3.1.1.4.2. Reasons for assigning distribution statement D include:

Foreign Government Information	Same as distribution statement B.
Administrative or Operational Use	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Specific Authority	Same as distribution statement B.

E3.1.1.5. DISTRIBUTION STATEMENT E. Distribution authorized to DoD Components only (fill in reason) (date of determination). Other requests shall be referred to (insert controlling DoD office).

E3.1.1.5.1. Distribution statement E may be used on unclassified and classified technical documents.

E3.1.1.5.2. Reasons for assigning distribution statement E include:

Direct Military Support	The document contains export-controlled technical data of such military significance that release for purposes other than direct support of DoD-approved activities may jeopardize an important technological or operational military advantage of the United States. Designation of such data is made by competent authority in accordance with DoD Directive 5230.25 (reference (c)).
Foreign Government Information	Same as distribution statement B.
Proprietary Information	Same as distribution statement B.
Premature Dissemination	Same as distribution statement D.
Test and	Same as distribution statement B.

Figure C-1. Distribution Statements (DODD 5230.24) (continued)

Evaluation	
Software Documentation	Same as distribution statement B.
Contractor Performance Evaluation	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Administrative-Operational Use	Same as distribution statement B.
Specific Authority	Same as distribution statement B.

E3.1.1.6. DISTRIBUTION STATEMENT F. Further dissemination only as directed by (inserting controlling DoD office) (date of determination) or higher DoD authority.

E3.1.1.6.1. Distribution statement F is normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists (e.g., designation as direct military support as in statement E).

E3.1.1.6.2. Distribution statement F is also used when the DoD originator determines that information is subject to special dissemination limitation specified by paragraph 4-505, DoD 5200.1-R (reference (h)).

E3.1.1.7. DISTRIBUTION STATEMENT X. Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with reference (c) (date of determination). Controlling DoD office is (insert).

E3.1.1.7.1. Distribution statement X shall be used on unclassified documents when distribution statements B, C, D, E, or F do not apply, but the document does contain technical data as explained in reference (c).

E3.1.1.7.2. This statement shall not be used on classified technical documents; however, it may be assigned to technical documents that formerly were classified.

E3.1.1.8. Export Control Warning. All technical documents that are determined to contain export-controlled technical data shall be marked "WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.). or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401 et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25." When it is technically infeasible to use the entire statement, an abbreviated marking may be used, and a copy of the full statement added to the "Notice

Figure C-1. Distribution Statements (DODD 5230.24) (continued)

To Accompany Release of Export-Controlled Data" required by DoD Directive 5230.25 (reference (c)).

E3.1.1.9. Handling and Destroying Unclassified/Limited Distribution Documents. Unclassified/Limited Distribution documents shall be handled using the same standard as "For Official Use Only (FOUO)" material, and will be destroyed by any method that will prevent disclosure of contents or reconstruction of the document. When local circumstances or experience indicates that this destruction method is not sufficiently protective of unclassified limited information, local authorities may prescribe other methods but must give due consideration to the additional expense balanced against the degree of sensitivity.

Figure C-1. Distribution Statements (DODD 5230.24) (continued)

APPENDIX D

SAMPLE FORMS

RECORD OF PROCESSING

TITLE OF REPORT/CORRESPONDENCE	INSTALLATION	CONTROL NUMBER
Water Quality Consultation	Fort Bragg	24-0011-06
STUDY/SURVEY DATES: FROM Jan 06 TO Apr 06	WRITER/PHONE NUMBER J. Doe, 5-1122	DIVISION GWSW Program

If you are implementing/staffing a new/revised CHPPM Directive (i.e., reg, pa., etc.), please answer the following questions.

What generated this request? Customer request to provide a consultation regarding possible contamination to wells.

Is it internal or external? _____

Has this draft been coordinated with the Directors? ☐ YES ☐ NO

DATE		ROUTING	SIGNATURE	REMARKS
IN	OUT			
Jan 06	Feb 06	To peers for review		Peer reviews complete and
				changes made to draft
Mar 06	Apr 06	Sent to PMD for editing		Complete edits and returned to PO

CHPPM FORM 3-E, 1 JAN 07 (MCHB-CS)

Figure D-1. Sample CHPPM Form 3-E

REQUISITION FOR PRINTING AND BINDING SERVICE

FUND: ☐ APPROPRIATED ☐ NON-APPROPRIATED | DATE | ACTIVITY ORDER NUMBER | PLANT USE ONLY | JOB NUMBER

TO:
DAPS, APG
ATTN: Printing Control Officer

THRU: *(Appropriate Printing Control Authority)*
USCHPPM
Publication Management Division
Bldg E5158, Distribution Center

FROM: *(Originating Agency and Person to contact & telephone extension)*
USACHPPM
John Doe, 410-436-XXXX

1. TITLE OF PUBLICATION
Fort Everywhere Environmental Noise Management Plan

2. NUMBER AND DATE

3. PURPOSE, FUNCTION, ECONOMIES EFFECTED AND CONCURRENCES
Part of Mission Services requirements

4. QUANTITY IN: ☐ SHTS ☐ SETS ☐ BOOKS ☐ PADS ☐ OTHER *(Specify in Item 13)*

a. PARTIAL DELIVERY REQUESTED

DATE	QUANTITY

b. COMPLETE DELIVERY REQUESTED

DATE	QUANTITY
19 Oct XX	60

5. SIZE OF PUBLICATION

a. TRIM SIZE WIDTH	a. TRIM SIZE LENGTH	b. FOLDED TO WIDTH	b. FOLDED TO LENGTH
8.5	11		

6. NUMBER OF PAGES: 44

7. BINDING *(Use item 13 for additional instructions)*
☐ LOOSE ☐ SIDE STITCHED ☐ GLUED ☐ SADDLE STITCHED ☒ OTHER

PAD ☐ TOP ☐ LEF ☐ RHT ☐ BTM

SHEETS IN PAD	SETS IN PAD	SHEETS IN SET

10. PUNCHING

NR HOLES	DIAMETER	C TO C	KIND	POSITION

11. MATERIAL DISPOSITION

	HOLD	DESTROY	RETURN TO
NEGATIVES			
ORIGINALS			

12. CLASSIFICATION
UNCLAS

8. PAPER STOCK / 9. PRINT

	COPIES	BASIS WEIGHT	KIND	COLOR	COLOR INK	FACE ONLY	HEAD TO: HEAD	HEAD TO: FOOT	HEAD TO: SIDE
1				w	b		x		
2									
3									
4									
5									
6									
7									
8									
9									
10									

13. ADDITIONAL INSTRUCTIONS, DUMMY ATTACHED ☐ YES ☐ NO *(Perforations, scoring, prenumbering, etc.)*
Please print back to back. Punch three holes down left side and staple. (This area needs to filled out with as much detail as possible to ensure printing plant knows what you want.)

14. DISTRIBUTION INSTRUCTIONS *(If desired, also indicate person to be notified when job is completed.)*
DELIVER TO USACHPPM DISTRIBUTION CENTER, BLDG 5158

ANNE GIBSON
Printing Control Officer

15. APPROPRIATION CHARGEABLE
Cost Center, JONO, SUBJONO

CERTIFICATION
THAT THE USE OF MORE THAN ONE COLOR IS IN ACCORDANCE WITH DEPARTMENTAL REGULATIONS.
THAT THE ILLUSTRATIONS USED IN THIS PUBLICATION ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC SERVICE.
THAT THIS WORK IS AUTHORIZED BY REGULATIONS AND IS NECESSARY TO THE CONDUCT OF OFFICIAL BUSINESS.

16. ORIGINATOR *(Typed Name, Signature and Date)*
JOHN DOE, DATE

17. ACTION BY PRINTING CONTROL AUTHORITY
☐ APPROVED ☐ DISAPPROVED

TYPED NAME, SIGNATURE AND DATE

FOR PLANT USE ONLY

18. DATE RECEIVED	19. PRIORITY

20. DATE PROMISED	21. DATE COMPLETED	22. DATE DELIVERED

23. PRESS SIZE	HRS IN USE	NO. OF MASTERS	PRESS IMPRESSIONS	PRODUCTION UNITS
X				
X				
X				
X				
X				

RECEIPT OF COMPLETED JOB

24. RECEIVED BY	25. ORGANIZATION SYMBOL	26. DATE

DD Form 843, JUL 55 (EG)

Figure D-2. Sample DD Form 843